

**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, January 11, 2022**

Mayor Kirsch opened the meeting at 6:53 PM with the flag salute. Councilors present were Brett Katlong, Tony Trout and Steve Winn. Councilors Zeyen-Hall and Plotts were excused. Staff members in attendance were City Recorder Stacie Cook, Public Works Supervisor Russ Foltz, City Clerk Tree Fredrickson and City Attorney Jim McGehee.

Citizens in attendance were Roel Lundquist, Gary Olson and Pierce Torres.

DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST: Mayor Kirsch stated that anyone who felt they may have a potential conflict with anything on tonight's agenda may say so at this time or at any time during tonight's meeting.

CONSENT AGENDA

Councilor Katlong moved and was seconded by **Councilor Trout**, to approve items a; Approval of Minutes of Regular City Council Meeting of December 14, 2021, b; Approval of Accounts Payable, c; Ratification of December 23, 2021 Email Approval of Accounts Payable, d; Acceptance of Monthly Revenue & Expenditure Report, December 2021, e; Acceptance of FY 2022-2023 Budget Calendar, and f; Approval of OLCC Liquor License Renewals for the Following Businesses:

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|------|----------------------------------|-----------------------------|
| i. | Dollar General Store #17506 | 250 NW Santiam Blvd. |
| ii. | Giovanni's Mountain Pizza & Trad | 146 N Santiam Blvd. |
| iii. | Stop N Save 6 | 250 NW 9 th Ave. |

Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

LINN COUNTY SHERIFF'S REPORT: Lt. Beth Miller was in attendance prior to the opening of the meeting and provided those present with a brief update on police activities within Mill City.

PUBLIC WORKS REPORT: Public Works Supervisor gave a report on the following items;

Pump Report: Water loss increased slightly in December. This should decrease with the installation of new meters and software.

Well/Generator Communications Update: The SCADA radio that provides communication from the wells to the reservoirs has stopped working and needs to be replaced. Three radios are needed to communicate with the reservoirs. The reservoirs will continue to be filled manually until communication has been restored.

Estimated cost for the hardware is \$10,000 to \$15,000. This does not include labor. Mrs. Cook said that dollars are available through the water project fund. If the cost of the project is \$10,000 or more, three bids will be required before purchase. Mr. Foltz said that this is a specialized field and three providers may not be available to bid the project. He requested Council authorize up to \$20,000 for the purchase of the radios.

Councilor Trout moved and was seconded by **Councilor Katlong**, to Approve up to \$20,000.00 to Complete the Needed Fix to the Well/Reservoir Communications. The motion passed unanimously, (4:0).

DEQ Year End Report: A copy of the end of year discharge monitoring report was provided for Council review. Mr. Foltz noted that ponding at the WWTP has been eliminated due to heavy rains flushing the gravel bed.

TIGER Grant Update: The waterline has been replaced on the railroad bridge. After chlorination and flushing it will be turned back on.

CITIZEN COMMENTS/QUESTIONS LIMITED TO THREE (3) MINUTES: None.

PUBLIC HEARING: None Scheduled.

PRESENTATIONS: None Scheduled.

OLD BUSINESS:

SKATE – Request for Cooperative Agreement; Kimmel Park Concession Use: Mrs. Cook said that Melinda Flatman, SKATE President, is unable to attend this evening and has requested placement on the January 25, 2022 agenda.

Hazard Mitigation/FEMA Grant Discussion: Mrs. Cook stated that this item was placed on the agenda for an initial discussion of the Council to determine whether there is a desire to pursue this further. If so, more information will need to be gathered including what grant(s) are available, timing for submittal and a comprehensive list of what Mill City needs at each level, city, school, fire. This may call for a joint discussion between each entity to outline who will apply for what and at what point in the process.

Gary Olson, SW Spring St. suggested Council take the time to identify what is really needed for the City and suggested a good start would be to obtain the necessary MOUs from participating agencies.

The need for a portable generator was at the top of the list for a possible grant. Councilor Katlong noted that maintenance issues need to be figured into the cost as well.

Council requested that Mr. Foltz research size and cost of mobile generators for Mill City's needs.

FEMA Trailer Site: Mrs. Cook said that she was asked about the City's intentions for the FEMA trailer site once the lease is up. While the Council has had very cursory discussions about the potential uses for the property no decision has been made.

The property lease will expire in the spring of 2022. FEMA can then return the site to its previous condition. However, the infrastructure that was installed can be retained by the City and used for another purpose. There is also the opportunity for the City to retain/purchase the trailers. The current occupants also have an opportunity to purchase their trailer and, if this occurs, FEMA will need to know whether the trailers can remain with the space rented to the new owners or if they will need to remove them from the property.

Mayor Kirsch said that this site is a valuable asset to the City with the installation of infrastructure. He does not want to see the trailers remain and would like to see this space used for a possible RV site in the future. Councilors Katlong, Trout and Winn agreed.

Council consensus to have FEMA remove the trailers but retain the infrastructure.

IGA – City of Mill City/Marion County: Community Prosperity Initiative, Amendment 1: The City currently has an intergovernmental agreement with Marion County for the Community Prosperity Initiative that has provided Mill City with \$60,000 over the past few years for economic development. These funds have been used to provide façade grants to local businesses as well as for costs associated with the new EV Charging parking lot on NE Wall Street.

Mrs. Cook said that Marion County Commissioners have agreed to extend the program through June 30, 2024, and in order for the City to continue to benefit from the program, an amended IGA will need to be signed.

Councilor Katlong moved and was seconded by **Councilor Trout**, to Direct Mayor Kirsch to Sign Amendment #1 to the IGA Between Marion County and the City of Mill City for the Community Prosperity Initiative and Canyon Project Fund. The motion passed unanimously, (4:0).

NEW BUSINESS:

Request for Waiver of Door Fee – Multiple Streams, LLC; 127 NW Santiam Blvd.: Tammie Hosman, Multiple Streams, LLC, requested a waiver on a \$15 door fee for 127 NW Santiam Blvd. Ms. Hosman said that she did not get the payment in the mail on time due to the holidays and has since made the payment electronically.

Councilor Trout said that he will abstain from the discussion and voting on this issue as this is a client of his. Mr. McGehee said that this may be difficult as a quorum is needed to vote. Council consensus to table this issue until the next meeting on January 25, 2022.

Letter of Support – Willamette Partnership: A number of months ago, Ethan Brown, Willamette Partnership (WP), contacted Mrs. Cook about providing assistance to the City with a project related to water infrastructure and rivers. This service would be free of charge to the City as Willamette Partnership has Economic Development Administration (EDA) grant dollars to cover their costs.

Mrs. Cook and Mr. Kinney met with Mr. Brown to discuss Mill City projects that may be of interest to him. Mr. Brown indicated that the City's stormwater planning process was a perfect fit for his agency and his expertise. Another meeting was held mid-December during which Mr. Brown stated that Willamette Partnership is on board with providing assistance in the development and implementation of a municipal Storm Drainage Master Plan. A scope of work for the project has been provided to Council for review.

Mr. Brown has also asked if the City is willing to provide a letter of support to WP for their Economic Adjustment Assistance grant application to EDA. Mrs. Cook said that this is a great opportunity for the City to gain assistance with the development of the Storm Drainage Master Plan at no cost to the City and comes at an opportune time as well considering the number of projects that the City's engineer is juggling. A sample letter of support was presented to Council for review.

Council consensus to provide a letter of support to Willamette Partnership.

IGA – Dept. of Revenue: Mrs. Cook said that an IGA with the Department of Revenue allowing the collection of the City's marijuana taxes was placed at each Council seat for review. This IGA needs to be signed before DOR will begin collecting taxes for the City.

Councilor Katlong moved and was seconded by **Councilor Trout**, to Direct Mayor Kirsch to Sign the Marijuana Tax Agreement Between the State of Oregon, Department of Revenue and the City of Mill City. The motion passed unanimously, (4:0).

STAFF/COMMISSION REPORTS:

City Recorder Report:

List of On-going Old Business Items: A current list of on-going old business items was provided for review. Mrs. Cook said that there are two items that have been struck through on the list;

income study and certificate of occupancy and building services agreement. The income study is no longer needed as the City is beyond the income levels needed for low-income grant opportunities. The Certificate of Occupancy process is working with Linn County at this time so no additional work should be needed.

Councilor Trout asked about the nuisance grass process. Mrs. Cook said that this is a holdover from a previous Council who wanted to change the process for nuisance mowing. Councilor Trout suggested this be removed.

Councilor Katlong suggested removing the City Hall artwork item and asked about the NW Alder St slide area.

Mrs. Cook said that there is an area just east of the River Rd and NW Alder St intersection which has been sloughing off for years. At one point Marion County walked the area to discuss the matter but no additional action has been taken. Mayor Kirsch suggested that a drone be sent out to take pictures of the slide.

Travel Oregon Request for "Shovel Ready" Projects: Kevin Dial, Recovery Group Manager, Long Term Recovery Group sent out an email from Travel Oregon requesting "shovel ready" projects that they might include in an ARPA funding request to the legislature.

The Mill City Falls Park project fits the intent of Travel Oregon's opportunity and had the capability of breaking out specific items for potential funding. The full project outline and estimated costs were sent to Mr. Dial, who then forwarded them to Travel Oregon.

Canyon Catalyst Projects: Mrs. Cook said that the Canyon Catalysts have put together a full list of projects they have identified for the new year. First on the list is painting the barrel trash cans around town. New metal lids were requested. On January 17th and 18th, the Catalysts will paint the restrooms at Kimmel Park.

Councilor Katlong noted the terrible condition of the Kimmel Park bathrooms with the ongoing vandalism, stating that he wishes that something could be done. This is also happening at the Wall Street bathrooms. Mrs. Cook said that she has discussed adding a camera with IT.

Interviews: Mrs. Cook said that interviews have been set for the vacant park host position and the Parks, Grounds & Facilities Maintenance position which will, hopefully, deter some vandalism. Mrs. Cook also requested the instillation of a TV monitor in the office so that staff can better monitor the security cameras in town. Consensus to purchase a monitor.

Laptops: Mrs. Cook said there are laptops available for check out to members of the City Council and Planning Commission. This is an effort to implement paperless agenda packets for the City, which would save the city money on paper waste, copy machine charges and staff time.

City Attorney Report: Mr. McGehee said that he needs to meet with staff to discuss several ongoing nuisance issues and noted that these may require an executive session as there may be court costs involved.

BUSINESS FROM MAYOR & CITY COUNCILORS

Mayor Kirsch and **Councilor Trout** had nothing to report.

Councilor Winn said that he witnessed a pickup with a kayak backed up onto the Hammond Park overlook and suggested signage be placed stating that no parking is allowed on the overlook.

Councilor Katlong said that a trailer that was dumped in the RV site and asked what could be done about it. Councilor Katlong also noted that there are some RV's with junk accumulating, which is a violation of the agreement that was signed.

Mr. McGehee said that a 72-hour notice will need to be posted so that the trailer can be towed.

Mrs. Cook said that she will get photos of the violations at the RV site and get letters out to the occupants.

Mayor Kirsch added that the occupants should also be reminded of the impending March 30, 2022 closure date.

Mr. Olson noted that there is a trench being created in the access road into Hammond Park by excessive water drainage off the hill. Mrs. Cook will look into this.

EXECUTIVE SESSION – None scheduled.

ADJOURNMENT

The meeting was adjourned at 8:29 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor